

ASSISTANT CHIEF OF EMERGENCY MEDICAL SERVICES STUDY GUIDE

A written examination for the class of **ASSISTANT CHIEF OF EMERGENCY MEDICAL SERVICES** to be administered in **BOSSIER CITY** on **SEPTEMBER 21, 2009**, will consist of approximately 106 multiple-choice questions. The examination will test your knowledge in the following subject areas:

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
EMERGENCY MEDICAL SERVICES MANAGEMENT Knowledge of the principles of effective fire service management and administration, involving management theory; planning, organizing, directing, and evaluating departmental operations; personnel management of the Emergency Medical Services Division; and managing equipment, property, and supplies.	32.1%
RECORDS & REPORTS Knowledge of effective records-management practices for emergency medical services, including preparation, content, format, control and retention; and knowledge of effective report preparation procedures, including the compilation and organization of data into an effective written format for reports.	7.5%
PUBLIC RELATIONS Knowledge of effective public relations practices which foster a positive public image of the department through contact with the media, other agencies, and the public.	10.4%
SUPERVISION Knowledge of the practices and techniques used in effective supervision in order to plan, organize, direct, and evaluate the work of subordinates; to resolve conflicts; and to maintain discipline.	21.7%
TRAINING Knowledge of the procedures for evaluating the training needs of the department and for developing and implementing an effective training program, including serving as an instructor.	14.2%
MEDICAL PROCEDURES AT THE EMERGENCY SCENE Knowledge of first aid, CPR, and emergency medical services sufficient to perform or direct these operations at the emergency scene.	14.2%

REFERENCE LIST

While the entire list of reference material will be useful to you in your preparation for the upcoming examination, the **majority** of test questions are sourced from those references listed under the Primary List.

PRIMARY REFERENCE MATERIAL

The local civil service board should make this study guide available to all applicants in whatever manner the board deems appropriate.

While there are no provisions requiring this office to provide study guides for any competitive or promotional examinations, such material will be provided as a service to assist applicants in preparing for an examination. The State Examiner's office has no control whatsoever over the local availability of reference material(mentioned in the study guides), nor do we feel constrained to limit examination questions to only that material which is available locally. Examination content, weighting of subject areas, and length of examination, may vary with each administration of an examination to reflect any updated job analysis information. Percentages and numerical estimations are provided as approximations.